Declassified/Released US Department of State EO Systematic Review 30 JUN 2005

Message Text

PAGE 01 STATE 236138

73
ORIGIN SS-30

INFO OCT-01 ISO-00 CCO-00 SSO-00 NSCE-00 USSS-00 /031 R

DRAFTED BY S/S-S:MSPENDLETON
APPROVED BY S/S-S - MR. VIETS
S/S-M - MR. D. MILLER
S/S-EX - MR. R. MILLER
S/S - MR. BARNES
NEA-EX- MR. HUNT
S- MR. BREMER
S/S-O - MR. WRIGHT
DESIRED DISTRIBUTION
S/S, NEA
---------- 006785
O 012045Z DEC 73
FM SECSTATE WASHDC
TO AMEMBASSY AMMAN IMMEDIATE

C O N F I D E N T I A L STATE 236138

EXDIS

E.O. 11652: GDS
TAGS: OVIP (KISSINGER, HENRY A.)
SUBJECT: SECVISIT - SECRETARIAT REQUIREMENTS

WE APPRECIATE THE FINE SUPPORT YOU PROVIDED DURING THE SECRETARY'S LAST VISIT TO AMMAN. WE LOOK FORWARD TO WORKING WITH YOU.

1. PERSONNEL: EXECUTIVE SECRETARIAT (S/S) TEAM CONSISTING OF FSO RAYMOND SEITZ AND SECRETARY KAY DALY WILL SUPPORT SECRETARY'S VISIT TO AMMAN AND WILL ARRIVE IN ADVANCE TO HELP COMPLETE ARRANGEMENTS. WILL SEND FLIGHT NUMBER AND ARRIVAL TIME WHEN KNOWN. A SECOND TEAM WILL ARRIVE ABOARD SECRETARY'S PLANE. FSO SHOULD BE ASSIGNED TO S/S BEGINNING ADVANCE TEAM'S ARRIVAL AND SHOULD MEET S/S TEAM AT AIRPORT. ONE TOP SECRET CLEARED SECRETARY
CONFIDENTIAL
CONFIDENTIAL

PAGE 02 STATE 236138

SHOULD BE AVAILABLE TO S/S ON ARRIVAL OF ADVANCE TEAM, AND BE AVAILABLE ON TWENTY-FOUR HOUR BASIS. A COMPLETE CABLE FILE OF ALL TRIP TRAFFIC WHICH THE

Declassified/Released US Department of State EO Systematic Review 30 JUN 2005

Declassified/Released US Department of State EO Systematic Review 30 JUN 2005

POST HAS RECEIVED SHOULD BE AVAILABLE TO S/S ON
ARRIVAL.

2. SCHEDULING: AS ARRANGMENTS FOR THE VISIT TAKE SHAPE, THE POST SHOULD PREPARE A MINUTE-BY-MINUTE, DETAILED SCENARIO FOR THE SECRETARY'S ACTIVITIES. THE INITIAL VERSION OF THIS SCENARIO SHOULD BE SENT BY IMMEDIATE CABLE TO THE DEPARTMENT, SLUGGED "FOR S/S," ON OR BEFORE DECEMBER 5. THE SCENARIO SHOULD THEN BE UPDATED BY CABLE AS CHANGES BECOME NECESSARY.

A. THE POST SHOULD SEND BY CABLE GUEST LISTS FOR ALL SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON PARTY'S ARRIVAL, PLEASE HAVE AVAILABLE SEATING ARRANGEMENTS FOR ALL MEALS EXCEPT PRIVATE ONES.

B. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE JORDANIAN OFFICIALS.

3. ADMINISTRATIVE ARRANGEMENTS:

A. AUTOMOBILE AND CHAUFFEUR SHOULD BE AVAILABLE FOR S/S USE ON A 24-HOUR BASIS.

B. S/S OFFICES: A SEPARATE CABLE WILL PROVIDE INFORMATION ON TOTAL OFFICE SPACE NEEDS OF SECRETARY'S PARTY. S/S WILL NEED AN OFFICE IN THE CHANCERY AS WELL AS ONE WITH SECRETARY'S IMMEDIATE PARTY, DEPENDING ON WHERE HE IS TO STAY. THE SEPTEL WILL PROVIDE INFORMATION ON FURNISHING OF THE OFFICE NEAR SECRETARY'S IMMEDIATE PARTY. BOTH OFFICES SHOULD BE WELL LIGHTED. THE CHANCERY OFFICE SHOULD BE NEAR THE COMMUNICATIONS UNIT AND WILL NOT HAVE TO BE GUARDED. IT SHOULD INCLUDE THE FOLLOWING:

C. S/S OFFICE IN CHANCERY:

(1) TWO DESKS FOR OFFICERS AND A TYPING TABLE FOR
CONFIDENTIAL
CONFIDENTIAL

SECRETARY.

(2) NORMAL OFFICE SUPPLIES AND FORMS.

(3) CONFERENCE-TYPE TABLE.

(4) SAFE FOR STORAGE OF CLASSIFIED DOCUMENTS.

(5) TWO COPIES EMBASSY PHONE BOOK, THE POST REPORT, ONE DIPLOMATIC LIST AND ANY OTHER USEFUL PAMPHLETS OR INFORMATION.

Declassified/Released US Department of State EO Systematic Review 30 JUN 2005

Declassified/Released US Department of State EO Systematic Review 30 JUN 2005

(6) TWO ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC.

(7) TELEPHONES - ONE FOR EACH DESK

D. AT OTHER S/S OFFICE, 24-HOUR OPEN STORAGE FOR CLASSIFIED MATERIAL WILL BE REQUIRED. ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR GUARD COVERAGE. ONLY PERSONS AUTHORIZED BY S/S WILL HAVE ACCESS TO S/S AREA.

E. MISSION SHOULD HAVE AVAILABLE AT ALL TIMES TWO TOP SECRET CLEARED COURIERS TO CARRY TRAFFIC BETWEEN MISSION AND SECRETARY'S PARTY. PLEASE ASSURE THAT THEY HAVE THEIR OWN VEHICLES.

4. COMMUNICATIONS:

A. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED CONFIDENTIAL
CONFIDENTIAL

PAGE 04 STATE 236138

KISSINGER AND MUST BE CLEARED BY S/S-S. LATERAL CABLES WILL BE SLUGGED "FOR THE SECRETARY'S PARTY" OR "FOR (NAME)" AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND THE SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMMCENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES

Declassified/Released US Department of State EO Systematic Review 30 JUN 2005

Declassified/Released US Department of State EO Systematic Review 30 JUN 2005

FOR S/S SHOULD BE REPRODUCED ON 8X10-1/2 INCH
PAPER.

3. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:
(1) TOSEC/SECTO-NODIS 10 AND EXDIS 15 COPIES TO S/S
ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH
SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP
RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING
PROCESSING;

(2) TOSEC/SECTO-LIMDIS, ALL OTHER TOSEC/SECTO CABLES,
AND CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO S/S
ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING
AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE
MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES).

F. SPECIAL SUMMARIES.

INSTRUCTIONS ON THE HANDLING OF TWICE DAILY SPECIAL
SUMMARIES FOR THE SECRETARY WILL BE SENT SEPTEL.
CONFIDENTIAL
CONFIDENTIAL

PAGE 05 STATE 236138

5. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR
TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE
FOLLOWING)

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED
ON 24-HOUR BASIS. TEN COPIES OF EACH SUBSTANTIVE ITEM
SHOULD BE DELIVERED TO S/S BY 0500 EACH MORNING AND AT
TWO HOUR INTERVALS THEREAFTER UNTIL 2400.

C. FIVE COPIES OF USIS WIRELESS FILE SHOULD BE DELIVERED
DAILY TO S/S BY 0600.

D. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS PHOTO
ON SECRETARY SHOULD BE POUCHED DEPT TO ATTN OF S/S-S
AFTER DEPARTURE OF PARTY.

6. MANY THANKS FOR YOUR ASSISTANCE. WE REALIZE YOU
HAVE HAD TO SHOULDER MORE THAN YOUR SHARE OF THE BURDEN
IN RECENT MONTHS AND MUCH APPRECIATE YOUR HELP. PORTER

CONFIDENTIAL

<< END OF DOCUMENT >>

Declassified/Released US Department of State EO Systematic Review 30 JUN 2005

Declassified/Released US Department of State EO Systematic Review 30 JUN 2005

Message Attributes

Automatic Decaptioning: Z
Capture Date: 10 MAY 1999
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 01 DEC 1973
Decaption Date: 28 MAY 2004
Decaption Note: 25 YEAR REVIEW
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: garlanwa
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1973STATE236138
Document Source: ADS
Document Unique ID: 00
Drafter: S/S-S:MSPENDLETON
Enclosure: n/a
Executive Order: 11652 GDS
Errors: n/a
Film Number: P750029-1586
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1973/newtext/t19731256/abqcekax.tel
Line Count: 211
Locator: TEXT ON-LINE, TEXT ON MICROFILM
Office: ORIGIN SS
Original Classification: CONFIDENTIAL
Original Handling Restrictions: EXDIS
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 4
Previous Channel Indicators:
Previous Classification: CONFIDENTIAL
Previous Handling Restrictions: EXDIS
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: garlanwa
Review Comment: n/a
Review Content Flags:
Review Date: 02 JAN 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <02-Jan-2002 by martinml>; APPROVED <07 MAR 2002 by garlanwa>
Review Markings:

Declassified/Released
US Department of State
EO Systematic Review
30 JUN 2005

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: SECVISIT - SECRETARIAT REQUIREMENTS
TAGS: OVIP, JO, US, (KISSINGER, HENRY A), (DALY, KAY), (SEITZ, RAYMOND)
To: AMMAN
Type: TE
Markings: Declassified/Released US Department of State EO Systematic Review 30 JUN 2005

Declassified/Released US Department of State EO Systematic Review 30 JUN 2005